

## **Sample Agenda Items for Preliminary Assessment (PA) Kickoff Meeting**

### **Introductions/Roles**

Roles of each person in the project

### **Setting the Stage**

Objectives of meeting

Discussion by Agency/Site of their interests, goals, objectives, and priorities

Level of management support

Discussion by ESCO of their interest in the project

### **Expectations –Technical and financial parameters**

Discussion of scope, buildings, areas and ECMs to be considered

- Building environmental/performance requirements

- Long-term plans at the site, e.g., additional capacity, utilization

- Demolition, new construction

- Other studies, reports, information available

- Simple payback, contract term, total investment parameters

- O&M services, R&R responsibilities, and O&M savings

- Codes, regulations, hazards, other considerations/issues

- M&V/ Savings verification approach

- Energy and escalation rates, rebates, financial incentives

### **Audit Process**

ESCO discussion of plans for audit phase

- Logistics and access; testing/metering to be accomplished

- Security-restricted areas, escorts

- Safety requirements, training, hazards

Process discussion — reviews, drafts, etc.

Requirements of Preliminary Assessment; what does it look like (components/ what needs to be approved, i.e., ECM package, savings estimates, baseline, etc.)

### **Communications Protocols**

Establish leads and discuss responsibilities for ESCO/Agency

- Establish frequency and method of communications (e-mails, conf calls)

### **Project Timeline**

- Schedule/timeline with significant milestones

### **Wrap-Up/Next Steps**

- Recap of action items.

- Set next meeting or conference call time